

**NOTICE OF VACANCY
September 16, 2021**

POSITION: Public Health Nurse (Part-Time)

DEPARTMENT: Health

SALARY: \$45.00 per hour

HOURS: 19 hours per week

Statement of Duties: The employee performs many and varied professional nursing duties to reduce the incidents of disease and promote health issues and wellbeing of residents of Framingham. The primary duty of the employee is Covid-19 case investigation and contact tracing, we well as other Covid-19 related responses. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Chief Public Health Nurse, the employee is familiar with the clinic work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice from the department's Chief Public Health Nurse, and when directed, the State Department of Public Health. and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not required to regularly supervise any City employees. The employee provides direction and guidance to department volunteers who serve as members of the Medical Reserve Corps.

Confidentiality: Employee has access to confidential information in accordance with the State's Public Records Law such as department records including those related to communicable diseases and medical records.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized nursing practices, procedures, regulations, or guidelines.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings with exposure to radiation, biohazards and risk of personal injury when conducting home visits, public health screening or clinics. The employee may be required to work beyond normal business hours on a 24/7 basis for immediately reportable infectious disease investigations.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, health partners' coalitions, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties regularly present occupational risk to the employee through communicable diseases or equipment failure. Special safety precautions or procedures are required such as wearing gloves or protective garments when conducting health clinics or screening for communicable diseases.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Conducts Covid-19 case investigation and contact tracing, as well as Covid-19 related responses.
2. Conducts communicable disease investigations, immunization and screening clinics such as TB or influenza, skin testing, lead screening, refers positive tests to regional TB clinic as necessary.
3. Maintains related client/clinic records.
4. Uses knowledge from nursing, social, and public health sciences.
5. Must maintain current uninhibited, unrestricted Registered Nurse License.
6. Assist with clinic related phone calls.
7. Responsible for the management, storage and handling of vaccines.
8. Assists and participates in the organization and development of the department's emergency preparedness programs.
9. Performs similar or related work as required, directed, or as situation dictates.
10. Serves on a temporary basis as Chief Public Health Nurse as necessary.

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science Degree with three to five (3-5) years related work experience in community health nursing or public health nursing is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

- Registered Nurse License (RN)
- Valid Class D Motor Vehicle Driver's license required
- CPR Certification

Knowledge, Abilities and Skill

Knowledge:

- Pertinent public health/community health nursing
- Local, State and Federal laws, policies, practices, and procedures related to public health nursing
- Laws and regulations pertinent to communicable diseases

Abilities:

- Ability to interact effectively and appropriately with the public in a culturally competent manner
- Ability to establish and maintain effective working relationships with co-workers
- Ability to manage multiple tasks in a detailed and timely manner
- Ability to collect multi-sources data related to the health of the public and to review pertinent literature
- Ability to meet and work with the city staff and public effectively and appropriately
- Ability to effectively handle problems in the field and during emergencies
- Ability to communicate clearly, both orally and in writing; ability to operate a computer
- Ability to maintain confidential information
- Ability to maintain, manage, and organize records

Skills:

- Proficiency in Spanish and/or Portuguese preferred
- Excellent organizational skills
- Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Some physical demands are required to perform the essential functions of this position. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee may be required to occasionally lift, push or pull objects such as books, office equipment, clinic supplies, pandemic trailer supplies, and public presentation supplies.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to conduct laboratory tests, perform microscopic experiments, or administer injections.

Visual Demands: The employee is required to constantly read documents for general understanding and analytical purposes and be able to routinely determine colors.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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